

Credential Application

Safety and Buildings Division
201 W. Washington Avenue
P.O. Box 7082
Madison WI 53707-7082
Phone (608) 261-8500
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.
www.commerce.state.wi.us

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Please print clearly. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

JOURNEYMAN PLUMBER- RESTRICTED SERVICE LICENSE-COST CODE 7630

Reason for Credential: Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed master plumber, licensed master plumber-restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipe layer.

New Comm 5 Changes affecting your license: Rule revisions effective August 1, 2004, adjusted the length of terms for some Safety and Buildings Division credentials. Fees were not increased nor were continuing education requirements increased, but were adjusted accordingly to reflect the longer license cycle. The total renewal fee and the required continuing

education hours changed as the credentials went from two- or three-year terms to four-year terms. For specific code language, see Comm 5.06 (online at <http://www.commerce.state.wi.us/SB/SB-DivCodesListing.html>).

A person holding a journeyman plumber restricted service license may apply without examination for a POWTS inspector certification.

Requirements of Credential: Pursuant to s. 145.14, Stats., the plumbing activities that may be undertaken by a person who holds a credential as a licensed master plumber-restricted service, licensed journeyman plumber-restricted service or a registered plumbing learner-restricted service shall be limited to the installation or modification of all of the following:

- Privately owned wastewater treatment systems and components under ch. Comm 83.
- Building sewers and private interceptor main sewers under ch. Comm 82.
- Water services and private water mains under ch. Comm 82.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

The plumbing activities that may be undertaken by a person who holds a credential as a licensed journeyman plumber-restricted service shall be performed under the general supervision of a person who is a licensed master plumber or a licensed master plumber-restricted service. A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

Education Hours Required to Renew: The renewal of a license as a journeyman plumber-restricted service shall be contingent upon the journeyman plumber-restricted service obtaining at least 6 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a journeyman plumber-restricted service may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

The Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a journeyman plumber-restricted service license.

APPLYING FOR JOURNEYMAN PLUMBER-RESTRICTED SERVICE LICENSE

A person may obtain a credential as a licensed journeyman plumber-restricted service by one of the following methods:

- | | |
|----------|---|
| Method 1 | Completing experience requirements, education requirements and taking and passing the journeyman plumber-restricted service license examination. |
| Method 2 | Submitting evidence that the person possesses a journeyman plumber-restricted service license-retiree. |
| Method 3 | A person who holds a master plumber-restricted service license may, upon application to the department, exchange his or her master plumber-restricted service license, for a journeyman plumber-restricted service license. If the exchange is made at the time of renewal a credential fee of \$90 for the journeyman plumber-restricted service license shall be submitted. |

Apply for the credential by following the instructions for method 1, method 2 or method 3.

Special Processing Note: If you hold a current license from another state, or under the ordinances of any city, town or village, circle your choice of exam dates in Method 1 and attach to the application:

1. The application and exam fee specified in Method 1.
2. A letter explaining in detail the following:
 - a) the number of hours of practical experience, and
 - b) the depth and breadth of that experience.
3. Transcripts of any education courses you've completed related to plumbing.
4. A completed petition for variance form and a \$200 fee for the petition review (completed in 30 days), or a \$400 fee for a priority petition review (completed in 10 days) of that variance. Call (608) 261-8500 to obtain a petition for variance form.
5. A complete copy of the state rule or local ordinance under which the license was issued.

METHOD 1 - Experience, Education and Examination

Application and Exam Fee (nonrefundable): \$30 class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10 application fee and an exam fee of \$20. When the exam is passed, the applicant will be asked to pay a \$90 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 2 years from March 31st. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

Qualifications for Examination: A person applying for journeyman plumber-restricted service license examination shall have at least 1,000 hours of experience as a registered learner-restricted service and submit evidence that you have completed at least the following educational course work:

- Plumbing code, chs. Comm 81 to 87 - 40 hours of credit;
- Blueprint or blueline reading - 20 hours of credit;
- Transit or builder's level - 10 hours of credit;
- Construction related mathematics - 20 hours of credit; and
- First aid and safety - 10 hours of credit.

ATTACH to this form the original signed copy of the form entitled "Qualifications to Apply for Journeyman Plumber-Restricted Service Exam." Note if the form is not filled out and properly signed, you will not be allowed to take the examination.

IN ORDER TO OBTAIN THE CREDENTIAL the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 5 and Comm 81-87, Wisconsin Administrative Code. The exam is open code book. Copies of current Wisconsin Administrative Code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. You will need to have a working knowledge of the component manuals for the various POWTS. You will need to bring these to the exam site. The manuals can also be purchased through Document Sales. The publication titles and numbers are as follows:

Holding Tank – (SBD-10571-P)

Conventional Soil Absorption – (SBD-10567-P)

Pressure Distribution – (SBD-10573-P)

Mound – (SBD-10572-P)

At-Grade – (SBD-10570-P)

Split Bed Recirculating Sand Filter System – (SBD-10656-P)

Single Pass Sand Filter – (SBD-10595-P)

Recirculating Sand Filter – (SBD-10628-P)

Drip-Line Effluent Dispersal – (SBD-10657-P)

In-Ground Soil Absorption – (SBD-10705-P)

Mound – (SBD-10691-P)

Pressure Distribution – (SBD-10706-P)

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:	This is a 3-hour exam and will be scheduled for the p.m. [] a.m. session (7:15) or [] p.m. session 11:45		
Circle the exam location of your choice below. Then below the location, circle the day you would prefer to take the exam.			
Wausau All Categories	Black River Falls No Soil Testers	Madison All Categories	Pewaukee No Soil Testers
2004 Exam Schedule			
	August 5	August 10	August 17
September 14		September 28	September 21
	October 7	October 12	October 19

November 9		November 16	November 23	
		December 14	December 21	
2005 Exam Schedule				
<i>LA CROSSE</i> <i>Days Inn and</i> <i>Conference Center</i> <i>101 Sky Harbour Dr</i> <i>608-783-1000</i>	<i>GREEN BAY</i> <i>Regency Suites Hotel</i> <i>333 Main St</i> <i>920-432-4555</i>	<i>MADISON</i> <i>Sheraton Inn</i> <i>706 John Nolen Dr</i> <i>608-251-2300</i>	<i>PEWAUKEE</i> <i>Waukesha County</i> <i>Technical College</i> <i>WCTC</i> <i>800 Main St</i> <i>262-695-3474</i> <i>No Soil Testers</i>	<i>HAYWARD</i> <i>Hayward Inn &</i> <i>Suites</i> <i>10290 Hwy 27 S</i> <i>(715) 634-4100</i>
	January 4	January 11	January 19 Wednesday	
February 8		February 15	February 22	
	March 9 Wednesday	March 15	March 22	March 30
April 5		April 12	April 19	
	May 11 Wednesday	May 24	May 17	
June 7		June 22 Wednesday	June 14	June 29
	July 12	July 26	July 19	
August 9		August 23	August 16	
	September 13	September 27	September 20	
October 25		October 11	October 18	October 5
	November 8	November 22	November 15	
		December 13	December 6	

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

METHOD 2 - Possession of a Journeyman Plumber-Restricted Service License-Retiree

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$66.25	May	\$96.25	September	\$81.25
February	\$62.50	June	\$92.50	October	\$77.50
March	\$58.75	July	\$88.75	November	\$73.75
April	\$100.00	August	\$85.00	December	\$70.00

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10 application fee and a prorated \$90 credential fee. The credential will be effective for 2 years from March 31st. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

ATTACH the original of your journeyman plumber-restricted service license-retiree.

Note: Retiree licenses have been discontinued and once turned in will not be reissued.

METHOD 3 - Possession of a Master Plumber-Restricted Service License to be Exchanged for a Journeyman Plumber-Restricted Service License

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$56.25	May	\$86.25	September	\$71.25
February	\$52.50	June	\$82.50	October	\$67.50
March	\$48.75	July	\$78.75	November	\$63.75
April	\$90.00	August	\$75.00	December	\$60.00

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ class code 7030

Make checks payable to: Safety and Buildings Division. The fee consists of a prorated \$90 credential fee. The credential will be effective for 2 years from March 31st. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

ATTACH a photocopy of your master plumber-restricted service license. Keep your original copy of your master plumber-restricted service license in case you decide to reacquire your master plumber-restricted service license at some future date.

Plumbing Learner-Restricted Service Instructions

To meet the qualifications to take the exam for the Journeyman Plumber-Restricted Service License, the person who holds the plumbing learner-restricted service registration must do the following prior to expiration of the plumbing learner-restricted service registration:

- complete a first aid course;
- accumulate 1,000 hours of experience as a plumbing learner-restricted service; and
- complete educational course work.

All three requirements must be met at the time of application for the journeyman plumber-restricted service exam.

The Plumbing Learner-Restricted Service registration is not renewable. Failure to complete the qualifications prior to the expiration date on the plumbing learner-restricted service registration will require the applicant to start over.

To order your learner study package use the enclosed order form.

Contact Document Sales @ (608) 266-3358 or (800) 362-7253 and purchase a copy of the following:

- Plumbing Code: Chapters Comm 81-87, Wisconsin Administrative Code
- Credentialing Code: Chapter Comm 5, Wisconsin Administrative Code

The Journeyman Plumber-Restricted Service exam contains many questions that are based upon the codes listed above. It is strongly recommended you purchase these codes. Note that Document Sales also offers an update service. If you purchase the update service, Document Sales will mail you copies of changes (if any occur) to the codes for which the update service was purchased for one year.

First Aid and Safety Course - 10-Hour Course

Usually the Red Cross, local fire department, local hospital, or technical college offers a first aid course. When the course is completed, make sure you obtain written evidence that you completed the course because the department will require you to submit a photocopy of the evidence when you apply for your journeyman's exam and an outline of the course. Original copies of the evidence of your completion of first aid and safety courses will not be returned. The evidence should contain as a minimum your name and the name of the first aid and safety course.

It is suggested that you take this course as soon as possible so that you can take the journeyman's exam as soon as you have accumulated the necessary experience hours.

Educational Course Work

The master plumber you work for is responsible for your training and education. The documents in the Learner Packet include self checks so your understanding of the material can be verified. If you do not understand the material, you should ask the master plumber for help.

Qualifications to Apply for Journeyman Plumber-Restricted Service Exam

When this form is completely filled out and evidence of completion of the first aid course is attached, call the Credentialing Unit at (608) 261-8500 for an Application for Journeyman Plumber-Restricted Service License. When you receive the application, follow the instructions to apply. DO NOT send this form in without the application.

The applicant should record their name and credential (license) number when they receive this form.

Applicant's Name:	Credential (license) Number:
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Note that the experience and educational course work portion of this form must be completed.

First Aid and Safety Course: Attach a photocopy of the evidence that you completed the course and an outline of the 10-hour course. Original copies of the evidence of your completion of first aid courses (CPR classes are not recognized as first aid courses) will not be returned. The evidence should contain as a minimum your name and the name of the first aid and safety course.

Experience

In the Experience Hours column, fill in the number of hours the applicant has worked under the direct supervision of a person who holds a master plumber license, a master plumber-restricted service license, a journeyman plumber license, or a journeyman plumber-restricted service license. Have the licensed person that directly supervised the work performed by the applicant sign that the applicant has the necessary hours of experience.

Experience Hours	Hours Witnessed by	Signature of Witness	Witness Credential (license) No.	Telephone Number of Witness

Educational Course Work

The signature of the master plumber, master plumber restricted service, or Waukesha Community Technical College instructor indicates that the learner identified on this form has completed the educational course work.

Educational Course Work	Signature of Witness	Witness Credential (license) No.	Date
Plumbing Code, chs. Comm 81-87-40 hours of credit			
Blueprint or blueline reading-20 hours of credit			
Transit or builder's level-10 hours of credit			
Construction related mathematics-20 hours of credit			
First aid and safety-10 hours of credit			

REFERENCE MATERIAL ORDER FORM

If you have questions regarding your order, contact the Material Orders Unit, (608) 266-1818. If you have questions regarding your credential program, contact the Credentialing Unit, (608) 261-8500. TDD/VOICE RELAY: 1-800-947-3529.

PLEASE ALLOW 10-15 WORKING DAYS FROM OUR RECEIPT OF YOUR ORDER FOR THE DELIVERY OF YOUR REQUESTED MATERIALS.

Please fill in the number of documents desired in the quantity column. Please also fill in both the cost(s) and the grand total amounts.

Form #	Revision Date	Document Title	Qty.	Price	Cost
SBD-8536-P	1/02	Plumbing - "Cross Connection Control Manual"	x	\$10	
SBD-8869-P	6/03	Plumbing - "Drain and Vent System Design"	x	\$10	
Orders 400-499	1952	Elevator Code	x	\$5	
IND 4	1957	Elevator Code	x	\$5	
IND 4	1970	Elevator Code	x	\$5	
ILHR. Chapter 18	1988	Elevator Code	x	\$5	
SBD-8036-P	9/02	Plumbing - "Sizing the Water Supply System"	x	\$10	
SBD-9138-P	7/99	Plumbing - "Wisconsin Water Treatment Handbook"	x	\$10	
SBD-10089-P	1/04	POWTS - "Wisconsin POWTS Inspector Handbook"	x	\$10	
SBD-9046-P	11/02	"Soil & Site Evaluation Handbook"	x	\$10	
SBD-8518-P	4/98	"Plan Submittal Manual - Private Sewage Systems"	x	\$10	Currently Unavailable
SBD-9150-P	11/02	"Rental Weatherization Commentary"	x	\$10	
SBD-8466-P	8/03	"Uniform Dwelling Code (UDC) & Commentary"	x	\$21	

Make checks payable to: Safety and Buildings Division

Mail order form and check for the total cost of any documents to:

Wisconsin Department of Commerce

PO Box 2509

Madison, WI 53701-2509

Grand Total
REVENUE
CODE-8035

Check the box(s) listed below for one free copy of the selected document(s)

Document Title	
UDC Energy Worksheet, SBD-5518	<input type="checkbox"/>
Building a Home in Wisconsin, SBD-7955-P	<input type="checkbox"/>
Erosion Control Brochure and Plot Plan	<input type="checkbox"/>
Rental Weatherization Important Information for Buyers and Sellers, SBD-7366-P	<input type="checkbox"/>

Fill in the name and street address (not PO box) of where to send the documents. (Please note UPS will not deliver to PO boxes).

Please include daytime phone in case of questions.

First and Last Name	
Business Name	
Street Address	
City, State, and Zip Code	
Daytime Phone	

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

The Department of Commerce is an equal opportunity service provider and employer. If you need assistance to access services or need material in an alternate format, please contact the Department at (608) 266-3151 or TTY (608) 264-8777

SBD-10597 (R3/04)

